



## **TRANSFER OPPORTUNITY**

### **FOR STATE EMPLOYEES**

#### **Department of Industrial Relations Office of Self Insurance Plans**

**Position:** Office Assistant (General)  
Range A \$1938 - \$2354  
Range B \$2130 - \$2588

**Location:** 2265 Watt Avenue, Suite 1  
Sacramento, Ca. 95825

**Duties:** Under the general direction of the Supervising Workers' Compensation Officer, the Office Assistant performs a variety of general duties, including answering, screening, and directing incoming phone calls, researching self-insurance information on database, typing and mailing of correspondence, certificates, and forms, copying documents, and preparation and filing of self-insurers' files. Good judgment and the ability to communicate effectively is of primary importance.

Anyone eligible for transfer to the above class may apply by sending a standard State (Form STD 678) to:

Department of Industrial Relations  
P.O. Box 420603  
San Francisco, CA 94142  
**Attention: Terry Stevenson**  
Telephone: (415) 703-4381  
CALNET 593-4381

Submit application By July 27, 2006

Applications will be reviewed and interviews may be scheduled subsequently.

CALIFORNIA STATE GOVERNMENT -AN AFFIRMATIVE ACTION EMPLOYER-EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.